

MOU COVER SHEET FOR AN INTERGOVERNMENTAL AGREEMENT (MOU)

Check items or fill in the blanks, as appropriate:

ADPICS BPO #:			FMIS Appropriation Code: M00		
Previous OPASS #:			New: <input type="checkbox"/>		
Fixed Price: <input type="checkbox"/>			Cost Reimbursement: <input type="checkbox"/>		
DHMH Admin or Facility:			FMIS Department Code: M		
Address:					
Unit Contract Monitor:					
Phone:			Email:		
Government Entity:			FEIN/ADPICS Mail Code:		
Address:					
Government Entity Contact Person:					
Phone:			Email:		
Amount:	\$	PCA		Agency Object	
Fiscal Year	FY	FY	FY	FY	FY
Breakdown:	\$	\$	\$	\$	\$
Funding Source:	General: %	Federal: %	*Special Funds: %	Reimbursable: %	Non Budgeted: %
Start Date:			End Date:		
Options:	Start:	End:		Amount:	
	Start:	End:		Amount:	
	Start:	End:		Amount:	
	Start:	End:		Amount:	
Description of Services:					
*Source of Special Funds:					

PROCUREMENT PACKAGE SPECIFICATIONS

Submit Procurement Package to OPASS at the address provided above. The Procurement Package must be complete and organized according to the specifications provided herewith.

Check if present/completed:

DBM attachment (if applicable)	<input type="checkbox"/>
Completed Cover Sheet	<input type="checkbox"/>
Three MOUs* with original signatures of the Government Entity	<input type="checkbox"/>
Fund Certification	<input type="checkbox"/>
Late Justification Letter (if applicable)	<input type="checkbox"/>
Interagency Report (if with an institution of higher education and \$100,000 or more)	<input type="checkbox"/>

*The MOU must contain a budget breakdown which explains indirect costs treatment. This should also contain any full or part-time positions funded through this agreement.

I attest to the accuracy and completeness of this Procurement Package:

Type/Print Name of Procurement Coordinator	Phone	Signature of Procurement Coordinator/Date	
Type/Print Name of Procurement Coordinator's Supervisor	Supervisor's email		

An email acknowledging receipt of this package will be sent to the DHMH Procurement Coordinator.